

*Monthly Report Lib*  
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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Administrative Services  
FROM : Chief, Transportation Division  
SUBJECT: Monthly Report of Transportation Activities - June 1951

DATE: 16 July 1951 *He*

The following report of activities of the Transportation Division during the month of June is submitted pursuant to your request.

**1. Truck Operations:**

The following truck operations were performed during the month:



25X1A

197 local hauls in and around Washington

**2. Que Building Motor Pool Operations:**

752 total trips made  
35.8 average number of trips per day  
10,401 total miles operated  
495.2 average miles per day  
6.0 average number of cars in pool per day  
13.8 average miles per trip  
66.4 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
April	9,301	766	442.9
May	10,624	844	482.9
June	10,401	752	495.2

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 21,567 passengers, an average of 1027 per day.

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3. Following is a report of the activities of the  Garage: 25X1A6A

During the month eight (8) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 43
*Labor	- \$790.50	
Parts	- \$403.74	
Repair Jobs Performed Outside		- 7
Labor	- \$34.76	
Parts	- \$ 4.40	
Maintenance Work		- 67
*Labor	- \$1006.00	
Parts	- \$ 15.98	

\*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars washed	- 184
Cars lubricated	- 103
Other service jobs	- 117

The total value of labor performed by the mechanics in the garage during the month was \$1796.50, compared with their salaries of \$1021.00, indicating a saving of \$675.50. The value of labor performed by the Mechanic's Helpers was \$1049.50, compared with salaries of \$816.64, indicating a saving of \$232.86, an overall saving of \$908.36 for the month.

During the month the Transportation Division hauled 3,359 cases, total weight, 376,998 pounds, to the various ports and air terminals for export shipment.

25X1A

4. Fifty-two (52) passenger cars operated 57,603 miles; thirty-three (33) trucks operated 34,870 miles; while six (6) buses operated 11,973 miles, a grand total of 104,446 miles.

5. Volume of work and flow of personnel through the  of ~~SECRET~~ 25X1A  
Transportation Division was as follows:

Rail Reservations  
Airline Reservations  
Steamship Reservations  
Hotel Reservations

Fare Quotations  
Persons Processed Overseas  
Domestic Travelers  
Transportation Requests

25X1

25X1A9A

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